

Linton-Stockton School Corporation
801 First Street NE
Linton, IN 47441
(812) 847-6020

CLASSIFIED PERSONNEL APPLICATION

Date: _____ DOB: _____
(Required for limited background checks only)

Name: _____
(Legal, Last) (Legal, First) (Legal, Middle)

Any other name or names by which you have been known: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone # (home) _____ Phone# (cell) _____

Email Address: _____

Please indicate the position for which you wish to apply:

Educational and Professional Training

School or Institution Name and Location	Degree or Diploma Held	Dates Attended
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High School: _____

College: _____

Graduate Work: _____

Work History

Please list your last three (3) places of employment (the most recent first) and complete the other information requested.

Company: _____ Date employed: _____

Address: _____ Phone #: _____

Supervisor: _____ Reason for leaving: _____

State job title and briefly describe your responsibilities:

Company: _____ Date employed: _____

Address: _____ Phone #: _____

Supervisor: _____ Reason for leaving: _____

State job title and briefly describe your responsibilities:

Company: _____ Date employed: _____

Address: _____ Phone #: _____

Supervisor: _____ Reason for leaving: _____

State job title and briefly describe your responsibilities:

References:

Please give at least three personal references and at least three professional references.

Personal:

Professional:

This application will be kept on file for one (1) year and will be considered for any openings which may occur during that time.

Linton-Stockton School Corporation is an equal opportunity employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, or handicap.

REQUEST FOR BACKGROUND INFORMATION
(For limited criminal background check only)

Dear Application:

Jobs with the Linton-Stockton School Corporation ("School District") involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment (regardless of when the misrepresentation or omission is discovered).

The conviction of a crime that has not been expunged by a court or any affirmative answer provided by you on this insert is not an automatic bar to employment. The "School district" will consider the nature of any conviction that has not been expunged by a court or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? YES ___ NO ___. If yes, explain the circumstances on a separate sheet and attach it to this application.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? YES ___ NO ___. If yes, explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever been investigated for, charged with, or plead guilty or "no contest" to any crime that has not been expunged by a court involving the sexual abuse of any person or indecency with a minor? YES ___ NO ___. If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been arrested for or convicted of a crime, other than a minor traffic offense, that has not been expunged by a court? YES ___ NO ___. If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize the "School District" to check my employment history, including (without limitation) reference checks, and to seek the release of investigatory information, including a "limited criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide the "School District" any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

In connection with any request for or provision of such information, I expressly waive any claims or causes of action (including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations) that I might otherwise have against the "School District," its officials, employees, trustees, or agents, or against any provider of such information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein. In addition, the information provided in this application and attachments are true and correct to the best of my knowledge.

Signature

Date

Please print your name

The rest of the application packet is only to be completed if you are applying for:

- 1) Substituting in the Food Service Department
- 2) Substituting for Custodial Department

Or

- 1) Applicants that have been approved by the school board and notified by administration.

**INSTRUCTIONS FOR POTENTIAL EMPLOYEES OF LINTON-STOCKTON SCHOOL
CORPORATION
TO OBTAIN AN EXPANDED CRIMINAL HISTORY CHECK**

Linton-Stockton School Corporation cannot employ anyone after July 1, 2009 who doesn't possess an criminal history check. The background check will be required of final candidates and substitutes. Volunteers will need a limited background check, which we will continue doing through the school.

Instructions to obtain a Criminal History Check:

Go to the schools website: www.lssc.k12.in.us

Choose Resources tab located across the top of the page

Choose BIB background checks located along the left hand side of the page

Please follow the step by step instructions to complete the background check

Or

Go to the following website: <http://linton-stockton-school-corporation.school-background-checks.com/>

Please follow the step by step instructions to complete the background check.

If you have any questions, please call Lisa Andis at 812-847-6020 #100.

DIRECT DEPOSIT CREDIT AUTHORIZATION

I hereby authorize Linton-Stockton School Corporation to initiate entries to credit my account indicated below at the financial institution named below.

PRIMARY ACCOUNT (Deposit Net Pay)

Financial Institution Name

Address City/State Zip

Routing Number Account Number Type of Acct: ____Checking____ Savings

SECONDARY ACCOUNT (Deposit \$____)(OPTIONAL)

Financial Institution Name

Address City/State Zip

Routing Number Account Number Type of Acct: ____Checking____ Savings

This authority is to remain in force until Linton-Stockton School Corporation has received written notification from me of its termination in such time and manner as to afford Linton-Stockton School Corporation a reasonable opportunity to act on it.

Print Individual Name

Signature

Date

**PLEASE ATTACH A COPY OF A VOIDED CHECK OR DEPOSIT TO THIS FORM.
IT IS CRITICAL THE ACCOUNT INFORMATION IS CORRECT!!**